



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

Memorandum

February 14, 2006
CACFP CN# 012-06

To: Child and Adult Care Food Program Child Care Homes Sponsoring Organizations

From: Mary Szafranski, Deputy Associate Superintendent
Health and Nutrition Services

Melissa Conner, Director
Child and Adult Care Food Program

Subject: Helpful Procedures to Ensure Timely Home Fire Inspections

The Department of Education and the State Fire Marshal's Office wish to continue its partnership with ensuring that children being cared for in provider homes remain in a safe environment. Some sponsors have described struggles with the new system.

The following will assist all involved parties with managing inspections:

Sponsoring Organizations that submit names for the Fire Marshal must inform the provider that a Fire Marshal will be telephoning to let the provider know the date of the inspection. It is best practice that sponsors notify the provider of the pending inspection in writing. Some barriers that will cause a Fire Marshal to appear with out the provider's knowledge:

- Provider isn't home when the Fire Marshal calls and does not have an answering machine.
- Children answer the phone.
- Person who answers the phone forgets to discuss message with the provider.

Sponsors will explain to providers that Fire Marshals conduct inspections of homes when the Fire Marshal has the opportunity to be in the area. **Providers need to be home.**

Sponsors will explain to providers that missed inspections or refusing an inspection will cause delays in CACFP approval.

Sponsors will continue to submit names, phone numbers, address, etc. as described in CN# 005-06. In the comment section, please include any landmarks or directions that will assist the assigned Fire Marshal in locating the home. The Fire Marshals have expressed difficulty in

locating apartments in large complexes. Additionally, if the provider is regularly not home during a certain part of the day (such as picks children up from school at 3:00) please provide this information in the comment section.

If a provider moves or discontinues participating on CACFP and is on the inspection list, this information can be forwarded to ADE at any time. It will be directed to the Fire Marshal's Office.

The Fire Marshal will carry and offer a letter of introduction in both Spanish and English.

The Fire Marshal will leave inspection documentation with the provider. Sponsors will inform the provider to contact the organization once the inspection is complete.

The Fire Marshal will not honor requests for inspections in cities that currently offer home inspections.

Enclosed is a synopsis of the January inspections.

If you have any questions, please contact your assigned specialist.

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|-------------------|--------------|---------------|--------------|
| Kenny Barnes | 602.364.1070 | Tracey Nissen | 602.542.1550 |
| Jennifer Leftwich | 602.364.0161 | Elsa Ramirez | 520.628.6774 |
| Mandy McNeely | 602.542.1970 | Marilyn Smith | 602.542.8738 |
| Dustin Melton | 602.364.0141 | Joe Steech | 602.364.0455 |

Enclosure

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